

Stage I Vapor Recovery Program Instructions for Completing Form F

Stage I Form F System Closure Notification

These instructions have been designed to assist those who own and/or manage Stage I systems in completing forms required by the Department of Environmental Protection (MassDEP). Please refer to the full text of the Stage I Program regulations (310 CMR 7.00, Definitions, and 310 CMR 7.24(3), Distribution of Motor Vehicle Fuel), which govern this Program. These instructions do not create any legal rights, and do not substitute for the Program regulations.

When is a Form F Used?

A Form F is used to notify MassDEP that a Stage I facility and the associated tanks are either **temporarily out of service, permanently closed in place, or removed.**

- The effective date a Stage I facility and the associated tanks are temporarily out of service, permanently closed in place, or removed is the date noted on the **UST Facility Registration Form** submitted to MassDEP.
- Prior to re-commencing operation, a **temporarily out of service** Stage I facility must perform and pass all applicable compliance tests and submit to MassDEP a fully completed Stage I Form A Installation/Substantial Modification Certification as required by 310 CMR 7.24(3)(f) 3.c.
- **Please note:** The MassDEP UST program will be replacing the current FP-290 & FP-290R form with a new **UST Facility Registration form** in the spring of 2015.
- **Please Note:** A Stage I facility that is temporarily out of service is still subject to the MassDEP Annual Stage I System Compliance Fee.

When is a Form F Submitted to MassDEP?

A Form F may be submitted to MassDEP at any time.

Who Must Sign a Form F?

If only one person is responsible for all aspects of Stage I program requirements, then that person should fully answer all questions contained in Section A. and B. and sign the Form F as the Stage I System Responsible Official #1. The Stage I System Responsible Official #1 is the point of contact for Stage I related communication with MassDEP. If two people are responsible for different aspects of the Stage I program requirements, then each person must answer those questions contained in Section A. and B. for which he/she is responsible, and sign the Form F as Responsible Official #1 or Responsible Official #2 as identified in Section C.

The Responsible Official must review all information about Stage I system compliance activities required by the Form F (including backup information that provides the basis for answers to questions on this Form) to make sure that the information is true, accurate and complete. If more than one person has been designated as a Responsible Official for a Stage I System, then

each person needs to review the information appropriate to the question he or she is answering. The Responsible Official can base his or her certification on an inquiry of the individuals responsible for obtaining information about applicable compliance activities.

Who is Eligible to be the Stage I System Responsible Official?

The type of person who may serve as the Stage I System's Responsible Official depends on the type of entity that owns, operates, leases, or controls the system. The Stage I Responsible Official must be:

- In a sole proprietorship, the company's sole proprietor.
- In a partnership, a general partner with authority to bind the partnership.
- In a corporation or a non-profit corporation, a corporate official with authority to bind the corporation, e.g., president, secretary, treasurer, or vice president of the corporation in charge of a principal business function, or any other person who performs similar policy-making or decision making functions of the corporation.
- In a municipality or other public agency, a principal executive officer or ranking elected official who is empowered to enter into contracts on behalf of the municipality or public agency.
- In a trust, a trustee or any other natural person authorized to enter into contracts regarding the trust property.
- In a limited liability company, a person authorized pursuant to M.G.L. c. 156C, § 24 and the limited liability company's operating agreement to bind the company and all the members.

Please Note: Within a corporation or a municipality or other public agency, the Stage I System Responsible Official must have the authority to bind the organization with respect to Stage I systems for which he or she has been designated as "Stage I System Responsible Official". For example, in a large corporation, a district manager may be designated to serve as the Responsible Official for one or several Stage I Systems, as long as the designee has obtained the needed authority from the corporation.

What Must the Stage I System Responsible Official Attest To?

By signing the Form F, the Stage I System Responsible Official attests, for each aspect of Stage I program compliance he or she is responsible, that:

- he or she has personally examined, and is familiar with, the information contained in the form and all its attachments;
- based on his or her inquiry of the person(s) responsible for providing the information, the information to which he or she is attesting is true, accurate and complete;
- he or she is authorized to attest on behalf of the facility; and
- he or she is aware that there are significant penalties for submitting false information, including possible fines and imprisonment.

Directions For Completing Form F

Section A. Stage I System Documentation

- **MassDEP Facility Account Number** can be found on a previous year's Annual In-Use Compliance Certification.
- **Stage I System Location**
To ensure the correct facility records are closed, please provide the Stage I facility's name, and address.
- **UST, AST, or Mobile Refueler?** Fill out the applicable tank questions for your Stage I System.
- **Stage I System Closure Documentation**
To document a gasoline dispensing facility's temporary out of service status or permanent closure for underground storage tanks, the MassDEP relies on the completion and submittal of an original **UST Facility Registration Form**, as submitted by the Stage I facility owner/operator.

Section B. Future Facility Use

- **Will New Gas Tanks be Installed?** If new gasoline tanks will be installed at your facility at a later date answer "Yes" in Section B.1. The installation of new gasoline tanks requires a full system Stage I test with the submittal of a Stage I Form A, and an updated UST Facility Registration form.
- **Facility used for another business or commercial operation?** Please indicate if the facility will be used for another business once the gasoline tanks are removed. MassDEP regulates the environmental activities that occur at auto repair facilities, auto body shops, car washes, and other automotive related businesses.
- **Facility sold or leased to another owner/operator?** If the facility has been sold or leased to another owner/operator or if your lease has expired please enter "Yes" and complete sections B.3 and 4.

Section C. Compliance Certification

Sign and date the form in the appropriate place as required.

Please Note: If the Stage I System Responsible Official on record in MassDEP's Stage I database has changed, a fully completed Stage I Form E must be submitted with this Stage I Form F and the new Stage I System Responsible Official must sign the certification contained in Section C. of this Form F.

How Should a Stage I Form F and UST form be Submitted to MassDEP?

Mail the original Stage I Form F to:

MassDEP
Bureau of Air and Waste
Stage I Program
P.O. Box 120-0165
Boston, MA 02112-0165

Mail the original UST Facility Registration form to:

MassDEP
Bureau of Air and Waste
UST Program
P.O. Box 120-0165
Boston, MA 02112-0165

Copies of the UST Facility Registration form should be mailed to the local fire department.

Stage I Materials and MassDEP Resources:

If you have any questions or need more information, please call MassDEP's Stage I / II Hotline at (617-556-1035).

Blank forms and instructions, and program regulations are also available at MassDEP's Stage II web page:

<http://www.mass.gov/eea/agencies/massdep/air/programs/stage-ii-vapor-recovery.html>